

UNITED STATES DISTRICT COURT
FOR THE DISTRICT OF DELAWARE

Rev. 2/06

ELECTRONIC FILING TIPS FOR ATTORNEYS

ATTACHMENTS should be labeled with a description correlating to the attachment.

BRIEFING IN BANKRUPTCY APPEAL CASES: Special docket codes for briefing in Bankruptcy Appeal cases can be found under the category entitled Appeals - Bankruptcy and Circuit.

CERTIFICATES OF SERVICE should be the last page of the main document or filed as an attachment to the main document.

COURTESY COPIES: If the Local Rules require the filing of an original plus a copy, then the electronically filed document will serve as the original. A courtesy copy of the document, in paper format, should be filed with the Clerk of Court. Either a copy of the Notice of Electronic Filing (NEF) should be attached to the back of the courtesy copy, or the docket item number should be listed on the front of the copy. No cover letter is needed. Courtesy copies of **briefs** should be bound at the left in accordance with the Local Rules. The electronically filed document is all that is needed for Motions for Admission Pro Hac Vice as well as documents having no additional copy requirements prescribed by the Local Rules. **Unless otherwise ordered, courtesy copies of redacted versions of sealed documents shall not be filed.**

COVER LETTERS: When it is necessary to file a **cover letter** together with an actual document, the letter should be docketed as one entry and the document (i.e., affidavit, stipulation, proposed order) as a separate entry. An alternative would be to file the cover letter as an attachment to the pleading.

EMAIL BOXES on both personal computers and blackberries should be periodically checked to insure that stored messages do not exceed the storage limitations on the mailbox. The Court often receives rejected Notices of Electronic Filing (NEF) which were sent to office email addresses and blackberries that were too full to accept the NEF.

ENTRY OF APPEARANCE: When **entering an appearance** on behalf of a party, a screen will appear that allows an attorney to associate with the particular party or parties. The attorney entering an appearance should select all parties being represented. Towards the right of this screen, the box for "Lead" will appear unchecked and the box for "Notice" will appear checked. If the attorney will be **the** lead attorney, then he/she should check the "Lead" box. In order to receive electronic notices, the "Notice" box should remain checked. While other attorneys in the law firm may appear for purposes of a "Notice", only one attorney should be designated as "Lead".

FILER: The attorney account (login and password) being used for filing a document should match the attorney signature on the document being filed. All documents must contain either the electronic form of the filer's actual signature or the typed name of the filer, preceded by /s/.

MOTIONS, BRIEFS AND APPENDICES should be filed as three separate documents using three separate docket codes. Standard briefing on a motion should utilize the codes **Motion**, **Brief (Opening Brief in Support)**, **Brief (Answering Brief in Opposition)** and **Brief (Reply)**. The codes, Response to Motion, Memorandum in Support and Memorandum in Opposition should not be used for standard briefing on a motion, as these codes are more appropriate for filers who are not a defendant or plaintiff, or if the filer is responding to something other than a motion.

PAPER DOCUMENTS: Counsel may elect to file a paper version of a document exceeding 2.5 MG that cannot reasonably be broken into segments. This is done by docketing a Notice of Filing Paper Documents in CM/ECF. The Notice of Filing will automatically be assigned a DI# by CM/ECF. The attorney will then file the paper original and any required copies with the Clerk's Office, together with the Notice of Filing. Standards for formatting, length, numbering and binding of hard copy documents will be in accordance with Local Rules, and must include a certificate of service as the last page of the document. Upon receipt, the Court will docket the paper item in CM/ECF using the actual name of the document (opening brief, appendix, etc.), and assign a separate DI#, without attaching a PDF. The DI# of the paper document will be a different DI# than that of the notice. The paper document will be considered an original document that will be maintained in a case file in the Clerk's Office.

PDF DOCUMENTS should be carefully checked prior to docketing to insure that they are complete, legible and do not contain confidential information.

RELATED CASES: While CM/ECF permits the simultaneous docketing of a single PDF document into multiple **related cases**, this method is not recommended for briefs, responses to motions, and documents that require links to other documents on the docket sheet. To create the proper links, as well as a more accurate docket entry, a brief or response relating to multiple case numbers should be docketed separately in each of the cases.

REVISED DOCUMENTS: When filing a **revised version** of a document that is already on the docket sheet, to the extent possible, please use the free text box to refer to the docket item number of the document that is being revised. (Not to be confused with "REDACTED DOCUMENT", see "Sealed Documents" below for details.)

SEALED DOCUMENTS should not be filed as a PDF.

In criminal cases, sealed documents should be delivered to the Clerk's Office in sealed envelopes with no electronic entry on the docket sheet. If the document requires the submission of an original plus one copy, each should be in a separate sealed envelope. The Clerk's Office will make the entry on the docket sheet.

In civil cases, an electronic entry corresponding to the title of the document shall be made on the docket by the filing attorney. The attachment to this entry should be a single page noting just the words, "Sealed Document". An original plus one copy of the actual sealed document should be delivered to the Clerk's Office in sealed envelopes. Within 5 business days, counsel shall electronically file a redacted version of the sealed document using the docket code for **Redacted Document** located under Other Documents. **Unless otherwise**

ordered, courtesy copies of redacted versions of sealed documents shall not be filed.
Please refer to the CM/ECF User Manual located on our web site at www.ded.uscourts.gov.

SOCIAL SECURITY AND ASSET FORFEITURE CASES

Docket sheets in Social Security Cases and Asset Forfeiture Cases are available for public viewing by remote internet access using a PACER login. Documents in Social Security Cases and Asset Forfeiture Cases may be viewed via remote internet access only by counsel of record. Upon receipt of a Notice of Electronic Filing (NEF), counsel of record may proceed as follows to receive the free look at the document filed:

- Leave the NEF and go to the ECF/Pacer login screen;
- Log into ECF with the login and password of counsel of record;
- Run the Docket Report;
- Enter the Pacer login when prompted;
- Go to the document link and open it;